



**MARYLAND STATE RETIREMENT AGENCY**

**Summer Internship**

**Position Title:** Student Technical Assistant

**Salary Range:** \$8.70 to \$11.25

**Location:** 120 E. Baltimore Street, Baltimore, Maryland 21202

**Closing Date:** May 7, 2010

The Maryland State Retirement Agency is recruiting for six (6) full time summer internship positions starting in May 2010 and ending in August 2010. These positions are located within the Benefit Administration Division, Information Systems Division and the Finance Division. The positions are budgeted to work 40 hours per week from mid May until late August. Below you will find a brief description of each position.

**BENEFIT ADMINISTRATION DIVISION (Four Positions)**  
**Announcement #SRA-001**

The Benefit Administration Division of the Maryland State Retirement Agency is recruiting for four (4) full time summer internship positions to work within the Data Control and Benefits Processing Units. The Agency is responsible for administering defined benefit retirement plans that pay monthly benefits to over 118,000 retirees and beneficiaries and cover over 199,000 active members.

The main purpose of these positions is to support staff with the heavy workloads experienced by the Agency during the months of May, June, July, and August. During this time the Agency is closing our files for the prior fiscal year (7/1/09-6/30/10) and opening our files for the new fiscal year (7/1/10-6/30/11) and managing high volumes of new enrollments, July 1<sup>st</sup> retirements, and refunds of former members. Duties will include reviewing pension payroll data to resolve data errors, reviewing and processing new enrollment applications, retirement applications, and refund applications, assisting with reconciling productions jobs, preparing mailings, filing completed work, and other office support functions.

Selected candidates will gain valuable experience working in a professional environment and will acquire valuable knowledge of defined benefit retirement plans.

**Minimum Qualifications:**

Student must be enrolled in an accredited college or university.

**Preferred Qualifications:** A degree path in Accounting, Business Administration, Business Management, Economics, Finance, Public Administration or related field.

**INFORMATION SYSTEMS DIVISION (One position)**  
**Announcement #SRA-002**

This position is located within the Information Systems Division. The main purpose of that position is to assist with various tasks commensurate with intern's specific skills. Duties included but not limited to answering help desk calls and assign help desk tickets; assist with

annual hardware inventory; set up hardware for new users and exchange inoperable hardware for existing users; assist in imaging PC's; relocate hardware as requested; change toner cartridge and with supervision, assist in updating hardware, software and other databases. Depending on the applicant's skills, this role could be tailored to more systems development tasks.

**Minimum Qualifications:**

Student must have completed at least one year at an accredited college or university.

**Preferred Qualifications:** A degree path or a strong focus in Information Technology. Must be proficient with Microsoft-based desktop computer.

**FINANCE DIVISION (One Position)**

**Announcement # SRA-003**

This position is located within the Finance Division and will support the General Accounting Unit. Duties include performing complex reconciliations of the Agency's banking transactions, assisting in ensuring accurate and timely reporting of daily banking transactions in the Agency's accounting records, electronic funds transfer (EFT) processing activities, accurate and timely reclamation of overpaid benefits, payroll processing, and monthly financial reporting activities.

**Minimum Qualifications:**

Student must be enrolled in an accredited college or university.

**Preferred Qualifications:** A degree path in Accounting, Finance, Economics, Business Administration or Business Management.

**Due to the confidential nature of the work successful candidate must undergo and pass a background check.**

**How to Apply:** Send Maryland State Application (MS 100) to: Maryland State Retirement Agency, Attn.: Office of Human Resources, 120 East Baltimore Street, Baltimore, Maryland 21202. **Be sure to indicate which position you are applying for by placing the announcement number on your application.** Applications may be obtained from [www.dbm.maryland.gov](http://www.dbm.maryland.gov) under Job Seekers or by calling 410-625-5539. Be sure to include the announcement number on your application. **Resumes are not accepted and will not be substituted for any part of the application.**

TTY users, call via the Maryland Relay Service.

**Equal Opportunity Employer**

Posted 04/23/10